LATE CHANGE OF CLASS SCHEDULE
Fall and Spring semesters only

Deadline: No later than 4:00pm on the Friday of RRR week to 206 Evans Hall.

Name: _____________________________________ SID: ______________________

Please read carefully: Effective Fall 2017, L&S students will be allowed up to two late action requests for add, drop, variable unit change, or grade option change in the same semester during their Berkeley career.

Example: Students can request one or two late action changes at different times, but must be in the same semester. The College of L&S will not consider additional requests in subsequent semesters.

Please consider your request carefully and meet with a College Adviser if you have any questions.

INSTRUCTIONS:
☐ If I have declared a major, my major adviser has signed the petition.
☐ If I have ever been a member of the NCAA, my Faculty Athletic Representative has signed the petition and stamped it with the OFAR stamp.
☐ If I am asking to add a course or change the number of variable units, I have included the course number and have obtained the signature of the instructor of record (not the GSI or student coordinator).
☐ If a late action will drop my enrollments below 13 units, it may impact financial aid or timely progress towards the degree.
☐ If I am a simultaneous degree student, the other college must also approve this request by signing the petition.

SUBMISSION AND NOTIFICATION
Submit your request to College of Letters and Science Office of Undergraduate Advising in 206 Evans Hall. You will be notified of the change by email within two weeks after submission.

NOTATIONS/FEES
Fees for adding and dropping courses are automatically charged and reflected on CalCentral.

INTERNATIONAL STUDENTS
All nonimmigrant F-1 or J-1 visa holders requesting to drop to fewer than 12 units must meet with an International Student Adviser in the Berkeley International Office (BIO) to obtain their signature on this petition before submission of the appeal. Drops above 12 units and adds do not require a BIO signature.

STUDENT CONDUCT VIOLATIONS
You will not be allowed to drop a course in which you have been found responsible of a student conduct violation. If a late drop was processed and you are later found responsible, the course will be reinstated to your record.

LIMITATIONS
No more than 4 units of courses numbered 97, 98, 99, 197, 198, and 199 may be taken in a single term.
PETITION FOR LATE CHANGE OF CLASS SCHEDULE

Term: □ Fall  □ Spring  Year: ________

Students requesting action for an in-progress summer term should refer to summer.berkeley.edu. Do not use this petition.

Student name (please print) ________________________________ Student ID number ________________________________

Email address (required for response) ________________________________ Phone number ________________________________

Reason for request for a late schedule change: □ Medical  □ DSP  □ Employment  □ Other ________________________________

TO BE ADDED

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section #</th>
<th>Department and Number</th>
<th>Units</th>
<th>P/NP (Y/N)</th>
<th>Instructor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO BE DROPPED

<table>
<thead>
<tr>
<th>Class #</th>
<th>Department and Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO CHANGE UNITS IN A VARIABLE UNIT COURSE

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section #</th>
<th>Department and Number</th>
<th>Units Former/New</th>
<th>P/NP (Y/N)</th>
<th>Instructor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO CHANGE GRADING OPTION

<table>
<thead>
<tr>
<th>Class #</th>
<th>Department and Number</th>
<th>Desired Option</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Letter □ P/NP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Letter □ P/NP</td>
</tr>
</tbody>
</table>

TOTAL NUMBER OF UNITS ON CLASS LIST AFTER CHANGE: ____________

REQUIRED SIGNATURES (see cover page for instructions)

Student ________________________________ Date ________________________________ International Student Adviser ________________________________ Date ________________________________

Major Adviser ________________________________ Date ________________________________ Non-L&S Simultaneous Degree Adviser ________________________________ Date ________________________________

Faculty Athlete Representative ________________________________ Date ________________________________ L&S Dean or Dean’s representative (L&S Office Use Only) ________________________________ Date ________________________________